



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

**M E M O R A N D U M**

**TO:** All FY 2007 Legislative Earmark Recipients  
**FROM:** David R. Gallagher, Manager of Contracting and Performance, DCS/DHCD  
**DATE:** August 9, 2006  
**RE:** **Earmark Recipient Start-Up Sessions**  
**Friday, August 25, 2006, DHCD, Boston, 10:00 - 12:00**  
**Friday, August 25, 2006, DHCD, Boston, 1:00 - 3:00**

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We are pleased to invite you to the FY 2007 Legislative Earmark Grant Start-Up Sessions for legislative earmark recipients. These sessions are designed to provide you with information and materials required to assist you with the implementation of your earmark. Your participation at one of these sessions is mandatory.

Both sessions will be held at the Department of Housing and Community Development, Conference Rooms C & D, 2<sup>nd</sup> Floor, 100 Cambridge Street, Boston, MA. A representative of the chief elected official, the program manager responsible for the earmark, and the financial staff person responsible for the earmark must attend one of the sessions. Please RSVP, no later than August 23, 2006, indicating what session you will attend, via e-mail to: [Debra.Michaud@state.ma.us](mailto:Debra.Michaud@state.ma.us), or call 617-573-1405. A visitor's badge will be waiting for you at the security desk on the 2<sup>nd</sup> floor.

**Please Note:** Space is limited. Each session will accommodate 100 recipients. The first 100 recipients to RSVP will be guaranteed a seat at the session of their choosing.

I have included directions to DHCD.

If you have any questions, I can be reached at 617-573-1407. I look forward to meeting you at the training sessions.

DRG/dlm  
Attachments

cc: Steve Carvalho, Chief of Staff, DHCD  
Kathryn Stone, Legislative Director, DHCD  
Tom Simard, Deputy Director for Administration and Finance, DHCD  
Sandra Hawes, Associate Director, Division of Community Services, DHCD  
Mark Siegenthaler, Manager, Community Development Unit, Division of Community Services, DHCD  
Carol Wolfe, Manager, Community Revitalization Unit, Division of Community Services, DHCD  
Theresa Brewer, Manager, Community Services Unit, Division of Community Services, DHCD

Cindy Zabriskie, Director, Bureau of Relocation, Division of Community Services, DHCD